

CITY OF SAN DIEGO
ADMINISTRATIVE REGULATION

SUBJECT PORTABLE FIRE EXTINGUISHERS	Number 75.60	Issue 2	Page 1 of 3
	Effective Date January 28, 2000		

1. Purpose

- 1.1 To coordinate Citywide maintenance and servicing of portable fire extinguishers.
- 1.2 To provide on-going inspections and readiness of portable fire extinguishers.
- 1.3 To insure that employees know how and when to use fire extinguishers.
- 1.4 To define responsibility for inspecting, servicing and maintenance of fire extinguishers.

2. Scope

- 2.1 This regulation applies to all departments except the Fire Department.

3. Responsibility

- 3.1 Department/Division Heads and Supervisors are responsible for:
 - a. Insuring the ready availability of portable fire extinguishers at City work locations.
 - b. Insuring that all employees know the location of the nearest fire extinguisher and are trained in its use.
 - c. Insuring City vehicles as outlined below are equipped with a portable fire extinguisher while the vehicle is in use. Vehicles requiring fire extinguishers are:

(Supersedes Administrative Regulation 75.60, Issue 1, Repealed May 6, 1992)

Authorized

(Signed by Michael T. Uberuaga)

CITY MANAGER

(Signed by Ed Ryan)

AUDITOR & COMPTROLLER

(Signed by Leslie E. Devaney)

CITY ATTORNEY

(Signed by Rich Snapper)

PERSONNEL DIRECTOR

(Signed by Charles G. Abdelnour)

CITY CLERK

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1. 2 axle vehicles over 26,000 lbs. GVWR
 2. All 3 axle vehicles
 3. Any combination vehicle (Tractor/Trailers)
 4. Any vehicle carrying fuel for refueling purposes.
 - d. Having fire extinguishers inspected monthly to insure that they are:
 1. Maintained in a fully charged and operable condition
 2. In their designated locations
 3. Not obstructed or obscured from view.

To comply, a supervisor will initial and date a tag attached to the extinguisher.
 - e. Requesting assistance from the Risk Management Department, Safety and Environmental Health Division regarding employee training, as well as the selection, distribution and location of the proper size and type of extinguishers.
 - f. Insuring that fire extinguishers are serviced after each use and annually by notifying the current contractor.
 - g. Proper disposal of fire extinguishers that are no longer serviceable. Non-serviceable units should be scheduled for pick-up and disposal by contacting the current contractor.
- 3.2 The Risk Management Department, Safety and Environmental Health Division, is responsible for:
- a. Coordinating fire extinguisher training for employees.
 - b. Inspecting City work areas and City vehicles to insure that the above requirements are fulfilled.
 - c. Coordinating the City-wide extinguisher servicing/maintenance contract.
 - d. Providing technical assistance to management regarding location, size, type, etc. of portable fire extinguishers.

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APPENDIX

- 1) Title 8, California Code of Regulations, “General Industry Safety Orders”
- 2) San Diego Municipal Code, Section 55.1, Adoption of “The Uniform Fire Code”
- 3) Title 19, California Administrative Code, “Public Safety”
- 4) “Labor Code”, State of California
- 5) Administrative Regulation 75.11, “Accident Prevention Policy”
- 6) Administrative Regulation 75.10, “Safety Inspections”
- 7) Title 13, California Code of Regulations, “Motor Vehicles”

Subject Index

Fire, Inspection, Safety

Administering Department

Risk Management